

**APPENDIX K****PROCESSING MILITARY AND CIVILIAN TDY  
TRAVEL SETTLEMENT VOUCHERS****A. Purpose**

To provide procedures for processing temporary duty (TDY) travel settlement vouchers and local travel claims. These procedures apply to vouchers submitted by military and civilian travelers.

**B. Scope**

This appendix applies to the travel divisions in the Operating Locations (OPLOCs) under the command and control of the Defense Finance and Accounting Service - Indianapolis Center (DFAS-IN) and Finance and Accounting Offices (FAOs) in the DFAS-IN network.

**C. Procedures**

1. When a travel settlement voucher is received, the voucher and accompanying documents go to the control section.
2. The control section sorts the vouchers according to type of voucher and whether an advance is indicated as received from the OPLOC/FAO. During sorting, the control section reviews for claimant's signature, complete itinerary, presence of orders, and appropriate review signature. When discrepancies are found, the vouchers are set aside for possible rejection.
3. Once the sorting is complete, the control section assigns each category of vouchers to a block ticket on the automated travel system. It is recommended that each block ticket contain a maximum of 10 vouchers. The control section prints two copies of the block ticket log report; one copy is kept with the blocked vouchers, and the other is kept in a log book for reference. The block ticket and vouchers are passed to the processing branch.
4. The control branch logs the vouchers that were set aside in paragraph 2, above, into the automated travel system, showing the date and reason for rejection. If the reason for rejection is a missing document, contact the traveler by telephone, fax, or email requesting the missing document. If the missing document is not received within 24 hours from date of contact, return the voucher to the traveler. If the rejection is for another reason, or the traveler cannot be contacted, return the voucher, with an explanation of the rejection, to the traveler.
5. The processing section computes the voucher on the automated travel system. Ensure that receipts are present, that the orders match the travel performed and the correct accounting classifications are used. If there are discrepancies or questions, the processing travel clerk will take necessary action to resolve the issues.

6. Once the travel vouchers are processed, the travel processing clerk prints the audit reports for all vouchers on the block that the system has indicated requires auditing. The travel processing clerk assembles the vouchers for passing to disbursing and releases the block. The travel processing clerk delivers vouchers to be audited to the designated auditor. If the audited vouchers required correcting, the travel processing clerk makes the corrections when notified by the auditor. See Appendix N on auditing vouchers for further details.

7. Once the vouchers have passed through disbursing and the "come back" copies of the vouchers are received, a military pay section within the OPLOC/FAO is responsible for reviewing the travel voucher against the soldier's military pay account and processing the appropriate military pay transactions. The pay transactions processed include, but are not limited to:

- a. Recording any leave taken.
- b. Adjustments to Basic Allowance for Subsistence.
- c. Hostile Fire Pay (including combat zone tax exclusion).
- d. Foreign Duty Pay (Certain Places Pay).
- e. Family Separation Allowance.

8. If the voucher computation results in a debt due the U.S., the travel processing clerk prints the voucher and the debt letter. The automated travel system automatically suspends the voucher when the debt letter is generated. Mail or fax the voucher and the debt letter to the traveler. See Appendix O for further guidance on collecting travel debts.